



*St Asaph City Council*  
*Cyngor Dinas Llanellwly*

Minutes of the Meeting of St Asaph City Council held on Wednesday 14<sup>th</sup> February 2018 at 7pm in the Community and Council Meeting Rooms, Roe Plas Meadows.

**Present:** Cllrs: C Hardie (City Mayor), R Williams (Deputy) G. D. Hodgkinson BEM, P.G. Morton, J O Roberts, J Ellison, M Gedd, P Scott, B Rust, D A Thomas, E Winter, B Cowie

**Clerk:** Clerk S Pierce

**1. Apologies for Absence**

- None

**2. Declarations of Interest**

- None raised

**3. Public Participation**

- None raised

**4. Urgent Matters**

- A couple to be raised

**5 North Wales Police**

Report provided by PCSO D Jones.

- Co-Op break in, nothing was taken as it was believed they were disturbed.
- Number plates have been stolen from a car but have been found since.
- Co-Op, expensive products were stolen, this is being investigated.
- Assaults that have taken place in local pubs have been reported.
- No criminal damage reported in the past month.

Mayor & Cllr C Hardie invited the room regarding further questions.

CC & Cllr P Scott would like it noted that a car in Bro Havard is sitting at the side of the road, the bumper has dropped off and looked damaged and a wing mirror broken. Had this been reported?

Cllr M Gedd noted the ATM is still not functioning following the break in at the Co-Op, is it due to the break in?

Cllr E Winter, any news of the ATM at the Garage? Cllr Hardie informed Cllr E Winter there will not be one installed at the Garage as per the plans.

Cllr P Morton noted there will be a new ATM will be in the library, but this was for paying bills and depositing only. There is an ATM in Catherall's shop.

**6. Mayor's Reports**

Report provided by Mayor & Cllr C Hardie:

- Mayor & Cllr Colin Hardie congratulated Cllr B Rust on her receiving the Bryn Jones Community Award, presented for all her hard and committed work in the Community over the years. Congratulations from all Councillors!
- Several meetings attended with NRW and Dawnus. The project is now at a stage where everything is being tidied up and made ready for the official opening.

- Attended a meeting with County Councilors Cllr P Scott & Cllr D A Thomas & Anne Jones regarding the "Brown Signs". We will not be required to give £50K as first expected, it will be a lot less due to other investors and other councils that will share the cost.
- Attended two charity concerts, three charity dinners, special services at the Cathedral for the opening of the new facilities and a meeting at the Old Palace with the new owners. Mayor & Cllr C Hardie has requested they do a short presentation to the council regarding their future plans.

Mayor & Cllr C Hardie invited the room regarding further questions:

Nothing further was raised.

## 7. County Councilors Reports

### CC & Cllr P Scott

- Sent out updates regarding Bro Havard, phase 1 is almost complete. Phase two has started.
- Bowling Club, planning permission will be ready for March. Clubhouse has been demolished. The concrete base needs altering which is planned. The new building will be arriving mid-March. Insurance have agreed to all work required.
- Met with Anne Jones regarding the Brown Signs, Rhuddlan remain on board, 6 parties will share the cost.
- Traffic Officers are monitoring the yellow lines outside the Swan.
- The drains keep blocking in Hoel Esgob when it rains. John Williams had suggested there are tree roots in the drains and on top of this the feeder drain is also blocked, this is work in progress. Reported Tan Y Bryn issues are also work in progress.
- Remembrance Sunday, DCC have no specific arrangements for the Sunday. It will be held at the Cathedral, dignitaries and sheriffs etc. will be collated following the personnel in March (next month).

End of CC & Cllr P Scott's report.

Mayor & Cllr C Hardie invited the room regarding further questions.

Nothing further was raised.

### CC & Cllr D A Thomas

- We (DCC) now have a new chief exec in place.
- The budget has been approved for this next financial year.
- Nat west car park, the cast iron bollard has been knocked down. The car park area is still leased to the Nat West and if they need to pay for anything they will close the car park.
- Toilet block had new doors, the feedback provided by the public was that the facility was very claustrophobic when the doors were closed, could they be left open? This was being arranged.
- Footpaths:
  - Cllr D A Thomas asked could the previous request (2011 – Pont Begard Bridge down to the sewerage works) be resurrected and sent to Adrian Walls.
  - **Action: 140218 A040 – Clerk SP to write to Adrian Walls**
- Pot holes are being reviewed.

Mayor & Cllr C Hardie invited the room to raise further questions or issues.

Cllr J Ellison noted work will be done at the entrance to Ashley court next week so there will be further disruption. Cllr P Morton, the bollards on the High Street, are they likely to be removed within a week. Cllr D A Thomas confirmed the work was planned for 1 week and would be completed on time therefore the bollards would be removed as planned.

## 8. Minutes

The previous minutes were discussed regarding accuracy (previously circulated prior to the meeting)

- Accuracy confirmed, no amendments to be made. Proposed by CC & Cllr P Scott and seconded by Cllr J Ellison, Mayor & Cllr C Hardie signed as correct.

No further matters were raised.

## 9. Matters Arising

- Cllr J O Roberts noted the bench previously discussed has now been dealt with.
- Cllr D A Thomas asked if we were happy with the new football signs that DCC have put up – Cllr J O Roberts will review and let Cllr D A Thomas know.
- Cllr B Cowie wanted to thank the councilors for their kind words now that he is back on board.
  - Cllr B Cowie would like it noted that he was disappointed with Cllr P Morton's comments in challenging the state of B Cowie's health when applying to become a Councilor. He noted the state of someone's health was nothing to do with the position.
  - Cllr P Morton stated it was a natural care and concern as Cllr B Cowie had retired on ill health previously, that was all. Cllr P Morton wanted this recording as he stated some things are not recorded.
- Cllr D A Thomas asked if the councilors were interested in setting up a website and getting involved, Cllr C Hardie said that Designweb are willing to establish a training session as requested. Cllr P Morton suggested two councilors should be trained and help to take control of the website.
- Cllr R Williams has a concern regarding the new Data Protection act that is coming in May which may affect the data and what we can and cannot publish. It would not be advisable to have many people updating and changing the website until we understand more regarding the Data Protection rules.
  - Cllr P Morton suggested again that we need other councilors as well as the clerk to be involved, if the clerk was not available to update the website, at the moment, there is no one else to do it.
  - CC & Cllr D A Thomas noted we don't put new topics on the St. Asaph website, we could possibly utilize the old City Times site. But the domain and hosting costs would need to be paid.
  - Cllr R Williams, if the councilors take on the responsibility, they could also leave and we would be back to square one.
  - Mayor & Cllr C Hardie suggested it depends on what we want to use it for, is it just a source of contact information or should we use it for events and news etc.
  - Cllr J O Roberts, we did review all of this 3 years ago but nothing happened then.
  - Cllr P Scott proposes the we take over the City Times web page to do this going forward and we need some volunteers. Cllr C Hardie, if we take over the City Times can it be renamed? CC & Cllr D A Thomas confirmed it could be renamed.
  - Cllr J O Roberts, what does the Clerk feel – Clerk SP explained that currently she adds relevant items to the website i.e. meeting minutes, budgets, everything we need to tick the auditors box but due to being part time there is little time to add any value by creating events and news (managing websites and social media platforms are very time consuming).
  - **Action 140218 A041 – CC & Cllr D A Thomas will draft out what can be achieved via the old St. Asaph City times web page and will bring to the council for review.**

Mayor & Cllr C Hardie invited the room to raise further questions or issues.

No further questions or comments were made.

## 10. Events Committee

- Cllr B Rust suggested a meeting to be established.
- Tuesday March 6<sup>th</sup> 10am – Cllr R Williams will check if there is a meeting room available at the Cathedral.  
**Action: 140218 A041 - Clerk SP send a meeting reminder out.**
- Cllr B Rust can we find out more about the St, Nicolas procession?
- Cllr B Cowie has noticed for quite some time the daily post has a caption, if we have any community events then to let them know. Is there any mileage in appointing a press officer in the council to take this on? It was noted this can be decided at the next events committee meeting. Cllr B Cowie to bring this detail to the meeting.
- CC & Cllr D A Thomas, if we are going to support the sports relief in March do we need the meeting prior to March 6<sup>th</sup>? Cllr P Scott has suggested the format of the requirement had changed, which we do not know much about. Mayor & Cllr C Hardie suggested we cannot support this at this time and would have to miss it this year.
- Cllr B Rust proposed we see how the changes go this next year, we will then review it the following year.

Mayor & Cllr C Hardie invited the room to raise further questions or issues.

No further questions or comments were raised.

## 11. Financial Management

- a) To approve the schedule of payments detailed in Appendix A
  - a. Cllr P Morton noted the staging was expensive, it could have been free.

- b) CC & Cllr P Scott provided an update regarding the clubhouse payments (Passmores and Jobs U Hate) The insurance has agreed to all payments to date.
- c) Mayor & Cllr C Hardie noted we have met with the representative from Blachere Illuminations and he will provide options for the council for this next year. This will be ready for the March meeting.
  - a. Financial Payments Proposed by Cllr P Scott and seconded by Cllr B Rust, Resolved agreed and signed.
- d) To review the Budget, income and expenditure.
  - a. A Financial pack was provided, and Clerk SP ran through the up to date information.
  - b. Cllr B Cowie noted he had changed and paid for the signage on the planters (from DCC to St. Asaph City Council) and provided the invoice to the clerk. He would like to donate the £20 to St. Kentegern's Hospice.
  - c. Cllr E Winter asked if the farmer had requested a reduction in payment due to the fenced off area. Clerk SP said that he has not requested this yet but may do in the future.
  - d. Cllr D Hodgkinson raised the fact that Cllr B Cowie has fixed the tables and chairs and wanted to thank him for his efforts. All councilors thanked Cllr B Cowie.

Mayor & Cllr C Hardie invited the room to raise further questions or issues.

No further questions or comments were raised.

## 12. Planning Applications

**Application:** 46/2018/0014

**Proposal:** Changes of use of land to form part of the residential curtilage of 16 Roe Parc

**Location:** Land at rear of 17 Roe Parc, St. Asaph

**Application Name:** Mr Carl Wood

**Consultation End Date:** 08/02/18 (extended to enable the council to discuss)

**No Objections**

**Application:** 46/2018/0023

**Proposal:** Amendment to approved ramp and embankment arrangement submitted in relation to application code 46/2016/0576/PF (Non-Material Amendment)

**Location:** Bridge over river Elwy adjacent to Spring Gardens, The Roe, St. Asaph

**Application Name:** Mr John Davies, Natural Resources Wales

**Consultation End Date:** 08/02/18 (extended to enable the council to discuss)

**No Objections**

**Application:** 46/2018/0077

**Proposal:** Erection of a single storey clubhouse to existing concrete base

**Location:** Bowling Green, High Street, St. Asaph

**Application Name:** Sandra Pierce (Clerk)

**Consultation End Date:** 22/02/18

- Cllr P Morton, two questions to councillor Scott. Have they taken into account fire risk regarding the new shed? CC & Cllr P Scott explained the fire-retardant process that would be used on the building.
- Cllr P Morton asked, do we have proof that we own the land? CC & Cllr P Scott suggested the land has always been used by the Bowling club, we may not have the proof, but it has always been there.

**No Objections**

**100118 A042 Clerk SP provide feedback to DCC**

## 13. Black Poplar Trees – Cllr B Cowie

- Cllr B Cowie said he had received a concern from a member of the public relating to the Black Poplar Trees in the fact that it was difficult to locate them. Cllr B Cowie had previously spoken to Cllr B Rust who suggested to bring it to the attention of the council. CC & Cllr D A Thomas suggested the assets committee should review this.
- Mayor & Cllr C Hardie requested clarity, are we thinking these trees should be labelled? It might be a simple solution by moving the current signage closer to the trees?

- It was agreed this would be reviewed.

Mayor & Cllr C Hardie invited the room to raise further questions or issues.

No further questions or comments were raised.

#### 14. Concerns regarding speed on lower Denbigh road – Cllr B Cowie

- Sergeant Neil Stringfellow stated there had been 65 accidents in the last 5 years on the lower Denbigh Road. Another concern is regarding cyclists using this road to gain access the business park. Sergeant Stringfellow has asked DCC to change the speed limit to 40mph, could the council send a strong letter to DCC in support of a reduced speed. Cllr B Cowie suggested collaborating with other councilors in the local area to also do the same.
- Cllr P Morton suggested it's difficult for people who reside there to get out of their properties.
- Cllr B Rust suggests that if we do this we should look at other areas also, i.e. up at the Oriel, getting out of Roe Park is still an issue even though it is 30mph.
- Mayor & Cllr C Hardie said we cannot look at all areas but Sergeant Stringfellow has noted all the accidents, 65 was a huge number and we need to do something.
- CC & Cllr D A Thomas noted that DCC had looked into potential issues at the Oriel house but according to their criteria it is not logged as an issue.
- CC & Cllr P Scott proposed and councilors are in support of a letter that goes to DCC regarding the issues on lower Denbigh road.
  - **Action 140218 A043 Clerk SP to write a letter in support of Sergeant Stringfellow's suggestion.**

Mayor & Cllr C Hardie invited the room to raise further questions or issues.

No further questions or comments were raised.

#### 15. Projects

Projects Update previously circulated and provided within the meeting.

The Project update report was discussed briefly with specific updates noted:

- Project Update
- 5 Year Plan
  - A workshop had been progressed where project/work activity noted. A 5-year plan was developed and circulated.

Mayor & Cllr C Hardie invited the room to raise further questions or issues.

No further questions or comments were raised.

#### 16. Library

- Meeting established for tomorrow 10am in the meeting room. Liz Greave will be here to discuss the Library.
  - CC & Cllr P Scott has given his apologies.
  - Cllr B Cowie asked if the road will be closed to vehicles tomorrow, we had not been informed that the road will be closed so we will have to wait and see tomorrow morning.

CC & Cllr C Hardie invited the room to raise further questions or issues.

No further questions or comments were raised.

#### 17. Correspondence

- Murray Fergus Report following the North Wales Cyclocross held on Roe Plas
  - CC & Cllr P Scott raised the issue about members of the cycle club urinating in the hedges which had been seen. Clerk SP had informed Murray.
  - Cllr D Hodgkinson has received many complaints from regular walkers.
  - Mayor & Cllr C Hardie said that it's not just the tracks, the vehicles and cars also made a mess. The weather was against them, but it is usually wet at this time of year.

- d. Cllr J O Roberts suggested an approach going forward like a referee in a football match, a decision should be made that morning.
- e. Mayor & Cllr C Hardie suggested that we should seriously consider this event next year.
- b) Data Protection Regulation and JDH Business Services
  - a. Our internal auditors will be advising us going forward regarding the Data Protection act. Mayor & Cllr C Hardie asked do we need to accept this company to do this? Resolved was everyone is in favour of this work.
- c) Sports Relief 2018
  - a. Already discussed that we will have to give this a miss this year.
- d) Annual Internal Audit Plan
  - a. Information only.
- e) Independent Review Panel event – shape the future for community and town councils in wales.
  - a. Received.
- f) Tenovus – support request
  - a. Cllr C Hardie raised that the new Mayor need to decide whether the Tenovus support will continue next year.

**Cllr J Ellison Announcement.**

Between Easter and September Cllr J Ellison will be taking a sabbatical and may not be able to attend some of the meetings, may possibly miss 4 full council meetings during this time. She is willing to tend her resignation if the councillors thought this was necessary.

Mayor & Cllr C Hardie suggested that we do not wish to receive her resignation.

Resolved, J Ellison will be taking a sabbatical – Agreed by all.

Cllr E Winter asked if NRW/Dawnus had considered high vis markings on the new Roe Plas entrance flood gate. If by chance it gets closed by accident or on purpose the concern is that cars may crash into the gate as it is completely black and very low.

Mayor & Cllr C Hardie has spoken to NRW regarding this and is awaiting their feedback. Mayor & Cllr C Hardie noted that when the gate is finalised, it will be locked back in place, so no one will be able to close it by accident.

Cllr P Morton suggested a sign could be put up saying “gates may be closed”

Mayor & Cllr C Hardie has asked if this can be left with him to discuss further with NRW and see what their suggestions are once the gate is completed. He will provide feedback at a later meeting.

**18. Date of the next meeting**

Wednesday March 14<sup>th</sup>, 2018

The Meeting Closed at 20:33

Signed .....

Chairman of the Full Council Meeting held on 14<sup>th</sup> March 2018